



FitRepping 101

A VERY basic overview of Fitness Reports, Trends the boards see, MMSB and its tools, the MBS, and a few other pieces of knowledge.

-Prepared in April 2012 by GySgt Daniel R. Mitchell, 2d RADIO BN



Sources



- MCO P1610.7F W CH 1 Performance Evaluation System (PES) Manual
- NAVMC 10835 EF 5334 USMC Fitness Report (1610) from https://www.manpower.usmc.mil/portal/page/portal/M_R_A_HOME/MM/SB/a_MMSB_30_PERFORMANCE_EVALUATION/E_MMSB_PES_FITREP_GAPS
- FITREP_Brief_May_05 from <http://www.i-mef.usmc.mil>
- MMSB_RV_PES_BRIEF_Mar_09 from Quantico National Naval Officers Association
- Trends from MMSB-30 Sergeant Major webpage
- Automated reply e-mail from MMSB-20 regarding commonly updated materials



Fitness Reports



Performance Evaluation System (PES) Manual MCO P1610.7F W CH 1

1001. SCOPE

1.b. **Not** a communication to, nor a counseling document for, the Marine.

1005. KEY CONCEPTS

2. Focus. The fitness report is **not**:
- A disciplinary tool.
 - A lever to exert influence.
 - A counseling document for the MRO.

1007. GENERAL RESPONSIBILITIES

1. Marine Reported On (MRO). The MRO is the subject of the fitness report. The MRO should submit a summary of accomplishments to the RS prior to the end of the reporting period. The MRO must possess a clear understanding of the concepts of the PES, his or her role in accomplishing the unit's mission, and the expectations



Fitness Reports Occasions (cont)

Occasions for reports in order of importance:

| | |
|-------------------------------|-----------|
| Grade Change | GC |
| CMC Directed | DC |
| Change of Reporting Senior | CH |
| Transfer | TR |
| Change of Duty | CD |
| To Temporary Duty | TD |
| From Temporary Duty | FD |
| End of Service | EN |
| Change in Status | CS |
| Annual (Active Component) | AN |
| Annual (Reserve Component) | AR |
| Semiannual (lieutenants only) | SA |
| Reserve Training | RT |



Fitness Reports Occasions



Grade Change **(GC)**

- Submit a GC report when a Marine is promoted, frocked, reverted to enlisted grade or reduced.

CMC Directed **(DC)**

- Submit a DC report when a significant commendatory or adverse action by the MRO occurs that requires immediate reporting to CMC. Additionally, HQMC will use DC reports for administrative fillers to remove date gaps from a Marine's records.

Change of Reporting Senior **(CH)**

- Submit a CH report when the RS changes (transfer, reassignment, retirement, etc.) but the MRO remains.

From Temporary Duty **(FD)**

- The RS at the command where the MRO is assigned temporary duty must submit an FD report when a Marine terminates a temporary duty assignment, prior to a member of the SMCR returning to the parent command awaiting demobilization or deactivation, or terminates ADSW



Fitness Reports Occasions (cont)



Transfer **(TR)**

- Submit a TR report when the MRO leaves the RS for reasons other than TAD; i.e., transfer, reassignment, extended deployment, etc.

Change of Duty **(CD)**

- Submit a CD report when the MRO has a significant change in primary duty under the same RS.

To Temporary Duty **(TD)**

- The MRO's parent command must submit a TD report when a Marine goes on a temporary duty assignment lasting 31 days or longer.

End of Service **(EN)**

- Submit an EN report when an Active Component Marine or Reserve member Marine terminates active duty.



Fitness Reports Occasions (cont)



Annual (Active Component) **(AN)**

- Submit an AN report for all Marines serving on the Active Duty List (ADL) and who are considered for promotion by an Active Component board in the grades of sergeant through brigadier general, excluding second and first lieutenants.
 - b. The RS may omit the annual report when the report comes due under a new RS within 89 days or less of the establishment of the RS - MRO relationship (see paragraph 3005).
 - c. Omit the annual report when:
 - (1) The MRO is in a temporary duty status, other than academic duty, for less than 6 months (see paragraph 3004.7).
 - (2) The MRO is attending formal academic training under permanent change of station (PCS/TEMINS) orders of less than 12 months duration. In this case, include the annual period on the Transfer (TR) report.
 - (3) Another reporting occasion under the same RS occurred 60 days or less prior to the end date of the annual report; i.e., a GC or CD report.



APES



Performance Evaluation System (PES) Manual MCO P1610.7F W CH 1

➤ 1001. SCOPE

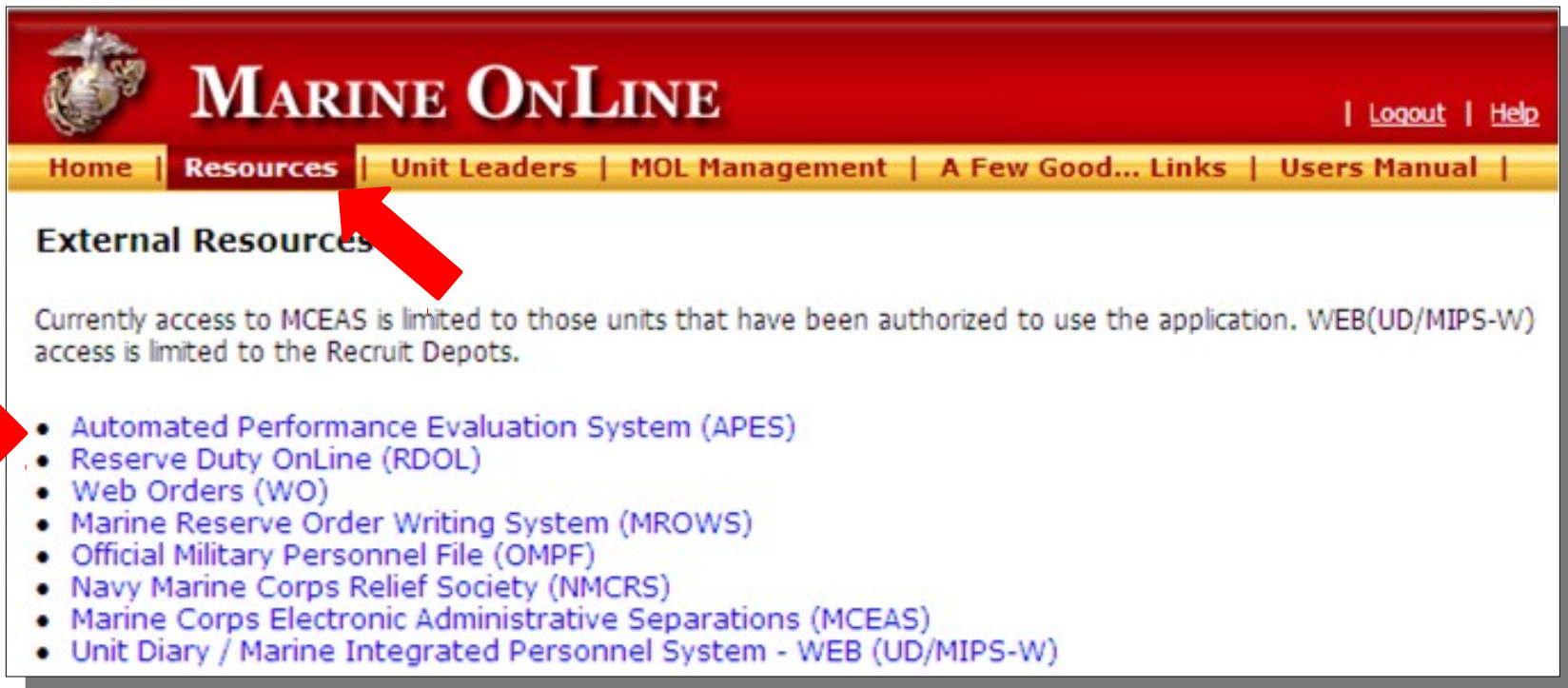
NOTE: The A-PES is the primary means of preparation and submission of the fitness report.

➤ APPENDIX F

- A. BACKGROUND. The A-PES will become the primary conduit in the automated preparation of the MRO Worksheet and the preparation and submission of fitness reports. This is a totally electronic and paperless environment.
- B. ACCESS. The A-PES system can be accessed through the Marine OnLine (MOL) website under the resources tab.
- E. INFORMATION:
 1. Common A-PES asked questions are listed on the A-PES website under Frequently Asked Questions (FAQ), which can be accessed from the A-PES main page or the help button.
 2. The A-PES User Manuals, including 1) Main Manual 2) Batch



APES



The screenshot shows the "MARINE ONLINE" website interface. At the top left is the Marine Corps emblem. The main header is "MARINE ONLINE" in white text on a red background. To the right of the header are links for "Logout" and "Help". Below the header is a yellow navigation bar with links for "Home", "Resources", "Unit Leaders", "MOL Management", "A Few Good... Links", and "Users Manual". The "Resources" link is highlighted with a red arrow. Below the navigation bar is the "External Resources" section. A red arrow points to the "Resources" link in the navigation bar. Below the "External Resources" section, there is a paragraph of text and a list of links. A red arrow points to the first link in the list, "Automated Performance Evaluation System (APES)".

MARINE ONLINE | [Logout](#) | [Help](#)

[Home](#) | [Resources](#) | [Unit Leaders](#) | [MOL Management](#) | [A Few Good... Links](#) | [Users Manual](#) |

External Resources

Currently access to MCEAS is limited to those units that have been authorized to use the application. WEB(UD/MIPS-W) access is limited to the Recruit Depots.

- [Automated Performance Evaluation System \(APES\)](#)
- [Reserve Duty OnLine \(RDOL\)](#)
- [Web Orders \(WO\)](#)
- [Marine Reserve Order Writing System \(MROWS\)](#)
- [Official Military Personnel File \(OMPF\)](#)
- [Navy Marine Corps Relief Society \(NMCRS\)](#)
- [Marine Corps Electronic Administrative Separations \(MCEAS\)](#)
- [Unit Diary / Marine Integrated Personnel System - WEB \(UD/MIPS-W\)](#)



APES





Main **FITREP** **MROW** **Options** **F.A.Qs** **Help** **Contact** **Privacy** **Logout**

Wednesday, April 4, 2012

A-PES only works with Internet Explorer browser (IE) 6.0 or above on a Windows PC. Pop-up blockers must be disabled. The most common can be found by opening Internet Explorer and clicking the "Tools" dropdown.

A-PES Commander's Report: Commanders and Adjutants may request an A-PES Commander's report through an e-mail request to MMSB-31. Commander's Report includes a list of pending and late A-PES fitness reports by MCC/RUC. Please include the specific MCC/RUC/unit description and send e-mail to: smb.manpower.mmsb-31@usmc.mil

Adobe Filler Version of Fitness Report is available to use if unable to use A-PES. Form is available on the MMSB Website under Performance Evaluation Section.

Welcome To A-PES,



The Automated Performance Evaluation System (A-PES) recognizes and enables the Marine Corps' vision of a seamless electronic means of creating and submitting Fitness Reports (FITREPS) through the appropriate chain of command and on to Headquarters Marine Corps (HQMC) where, through an interface with the Personnel Management Support Branch's (MMSB) current Back Office System, the reports will be placed onto a Marine's Official Military Personnel File (OMPF) and available to any promotion or school board that may require the information.

A-PES provides an accurate, synchronized, and timely system for FITREP information in support of the Marine Corps performance evaluation process.

To Begin Using A-PES:
Choose either the **FITREP** or the **Marine Reported On Worksheet (MROW)** button above.

Important Links

- United States Marine Corps
- Marine Online Website
- MMSB Website
- Fitness Report Due Dates
- PES Order (MCO P1610.7F Ch2)
- MCPFP (MCO 6100.13 w/Ch 1)
- MCBCMAP (MCO 6110.3 w/Ch 1)
- Frequently Asked Questions (F.A.Q.s)

A-PES Contact Information



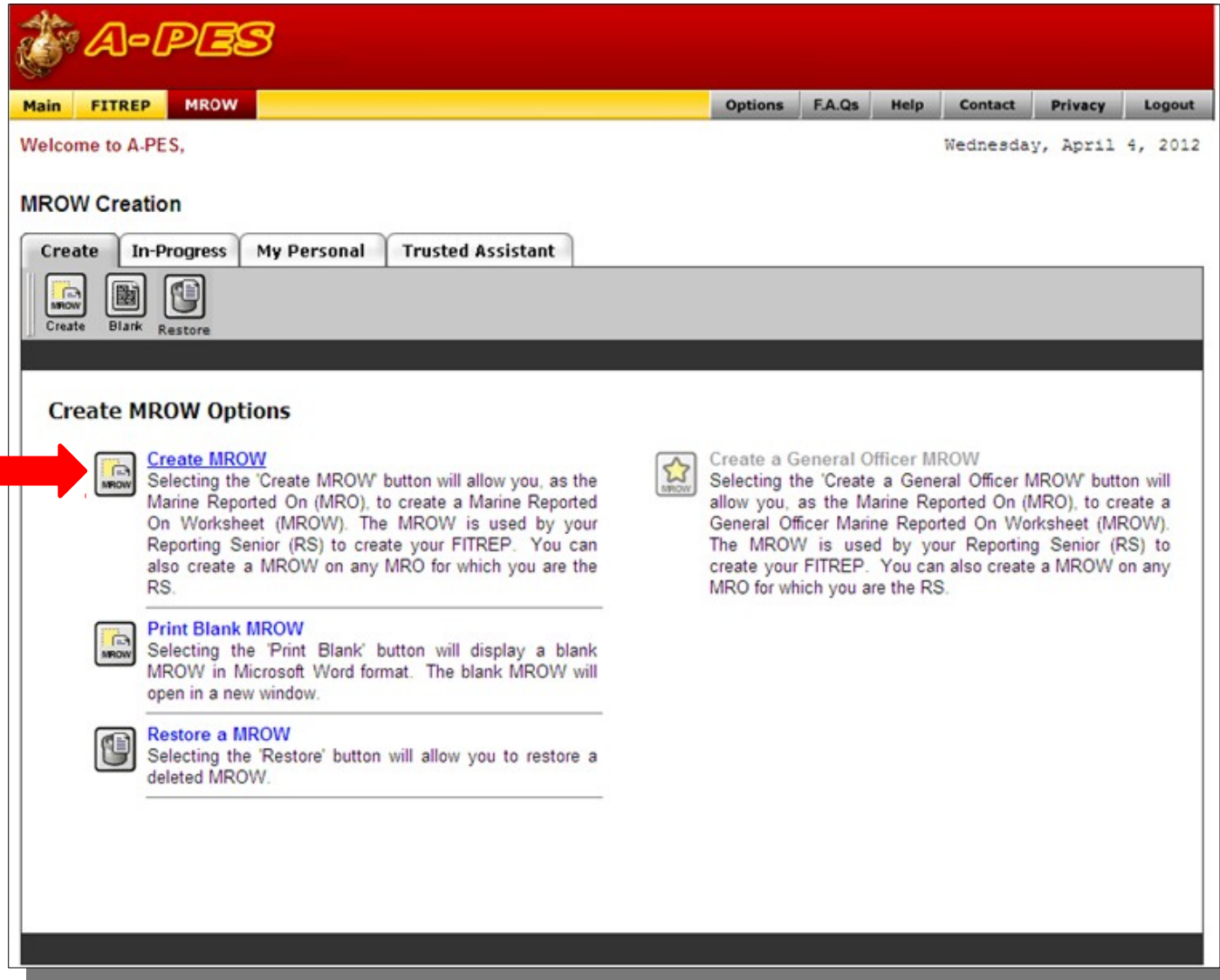
Commandant of the Marine Corps
Headquarters U.S. Marine Corps (MMSB-30)
2008 Elliot Road
Quantico, VA 22134-5030

- Contact MMSB-30
- Contact MMSB Webmaster

This is a DoD sponsored website. All DoD computer systems are subject to continuous monitoring in accordance with the Privacy Act Statement: AUTHORITY: 5 USC 301 and 10 USC 5031. Please click on the Privacy button above to read more.



APES



The screenshot shows the A-PES web application interface. At the top is a red header with the "A-PES" logo and a navigation menu with buttons for "Main", "FITREP", "MROW", "Options", "F.A.Qs", "Help", "Contact", "Privacy", and "Logout". Below the header, a welcome message "Welcome to A-PES," is displayed on the left and the date "Wednesday, April 4, 2012" on the right. The main content area is titled "MROW Creation" and contains four tabs: "Create", "In-Progress", "My Personal", and "Trusted Assistant". Under the "Create" tab, there are three buttons: "Create", "Blank", and "Restore". Below this is a section titled "Create MROW Options" with three main options:

- Create MROW**: Selecting the 'Create MROW' button will allow you, as the Marine Reported On (MRO), to create a Marine Reported On Worksheet (MROW). The MROW is used by your Reporting Senior (RS) to create your FITREP. You can also create a MROW on any MRO for which you are the RS.
- Print Blank MROW**: Selecting the 'Print Blank' button will display a blank MROW in Microsoft Word format. The blank MROW will open in a new window.
- Restore a MROW**: Selecting the 'Restore' button will allow you to restore a deleted MROW.

There is also a "Create a General Officer MROW" option, which is marked with a star icon. Its description is: "Selecting the 'Create a General Officer MROW' button will allow you, as the Marine Reported On (MRO), to create a General Officer Marine Reported On Worksheet (MROW). The MROW is used by your Reporting Senior (RS) to create your FITREP. You can also create a MROW on any MRO for which you are the RS."

A red arrow points to the "Create MROW" option.



MROW



- MRO information is automatically entered based off your MOL information
- Next you need to enter the RS information
- Select the "Search for RS" to do this.
- This pop-up window will appear
- Enter your RS's last 4
- Enter your RS's last name
- Hit the "Search" button
- The pop-up will populate with the RS's information
- The name is yellow (this means it is selected) and click "Select"

Role Selection Search -- Webpage Dialog

Role Selection Search

SSN (Last four digits): **6789** (Required)

Last Name: **OFFICER** (Required)

First Name:

MI:

Service:

Grade:

| Service | Grade | Last Name | First Name | MI | PMOS | BILMOS | MCC | RUC | Unit Description |
|---------|-------|-----------|------------|----|------|--------|-----|-----|--------------------|
| USMC | O2 | OFFICER | EYEM | | A | | 175 | | 2D RADIO BN II MHG |
| | | 0206 | 0206 | | | | | | |

Occasion In: From Date: (yyyyymmdd) To Date: (yyyyymmdd)



MROW



➤ Now your information and your RS's information are entered in APES

➤ Next you need to enter the occasion (OC) and dates.

➤ Pick the OC from the drop down

➤ Pick the From and To dates from the calendar options

**** I have been unsuccessful when attempting to just enter the date, so be sure to pick them by clicking on the calendar ****



MROW



➤ Information from MCTFS and the information you just selected is automatically filled in your new MRO Worksheet

➤ Certain fields are highlighted for you to fill in, but there are others that also need your attention

MROW: 14748950 A-PES Automated Performance Evaluation System

Close Save Download Changes Spelling Delete Print Finish

MARINE REPORTED ON WORKSHEET

A. ADMINISTRATIVE INFORMATION

1. Marine Reported On

| | | | | | | | |
|------------------------|--------------------------|----------|--------------------|---------------|------------------------------|---------------|----------------|
| a. Last Name: ROCKSTAR | b. First Name: MOTIVATED | c. MI: D | d. SSN: xxxxxx1234 | e. Grade: SGT | f. DOR: 20100101 YYYYMMDD | g. PMOS: 0311 | h. BLMOS: 0311 |
|------------------------|--------------------------|----------|--------------------|---------------|------------------------------|---------------|----------------|

2. Organization

| | | |
|-------------|--|--------------------------------------|
| a. MCC: 001 | b. RUC: Enter "NA" if not applicable. | c. Unit Description: 2D MARINES BAU5 |
|-------------|--|--------------------------------------|

3. Occasion and Period

| | | | |
|------------|-------------------------------|--------------------------|------------|
| a. OCC: AN | b. From: 20110401 YYYYMMDD | To: 20120331 YYYYMMDD | c. Type: N |
|------------|-------------------------------|--------------------------|------------|

[View Combat Report Criteria](#)

4. Duty Assignment

| |
|---|
| Descriptive Title: <input type="text"/> |
|---|

5. Non Availability

| | | |
|--|--------------------------------------|------------------------------|
| From: <input type="text"/> YYYYMMDD | To: <input type="text"/> YYYYMMDD | Reason: <input type="text"/> |
|--|--------------------------------------|------------------------------|

6. Special Information

| | | | | | | | | |
|---|--|---|---|---|---|------------------------------|---------------------------------|---------------------------------|
| a. Rifle Qual: | b. Pistol Qual: | b. PFT Code: | PFT Score: | b. CFT Code: | CFT Score: | Status: <input type="text"/> | d. Height: <input type="text"/> | e. Weight: <input type="text"/> |
| Date: <input type="text"/> | f. Body Fat: <input type="text"/> | g. Reserve Component: <input type="text"/> | | | | | | |

9. Duty Preference

| | |
|---------------------------|-----------------------|
| a. Code: | b. Descriptive Title: |
| 1st: <input type="text"/> | <input type="text"/> |
| 2nd: <input type="text"/> | <input type="text"/> |
| 3rd: <input type="text"/> | <input type="text"/> |

10. Reporting Senior Information Change RS

| | | |
|-----------------------|----------------|---------------------------------------|
| a. Last Name: OFFICER | b. Initial: IM | c. Service: USMC |
| d. SSN: xxxxx 6789 | e. Grade: O2 | f. Duty Assignment: PLATOON COMMANDER |



MROW



- Now that your personal information, dates, and scores have been entered, there are a few more administrative portions needing attention.
 - Be sure your RS's "Duty Assignment" is properly annotated
 - Duty Preferences are next.
 - Yes, they seem arbitrary since the monitor assigns duty stations, but it is good to still have this filled in - BLANKS LOOK BAD and perception is key!
 - Duty Codes and Descriptive Titles are available from MCTFSCODESMAN (MCO P1080.20M).
- <https://tfdw-web.manpower.usmc.mil/lookup/>
- They are essentially the MCC and Name of the unit you would like to go to in the future.

MROW: 14748950 A-PES Automated Performance Evaluation System

Close Save Download Changes Spelling Delete Print Finish

9. Duty Preference

a. Code: b. Descriptive Title:

1st:

2nd:

3rd:

(Not Required)

10. Reporting Senior Information Change RS

a. Last Name: b. Initial: c. Service:

d. SSN: e. Grade: f. Duty Assignment:

ⓘ If your Service is Civilian, you must type in your Grade (e.g. GS15). Do not use punctuation or spaces in Civilian Grades.

B. BILLET DESCRIPTION

You have entered 0 characters. There is a limit of 1232 characters on this field.

C. MAJOR ACCOMPLISHMENTS DURING THIS PERIOD



MROW



Performance Evaluation System (PES) Manual

MCO P1610.7F W CH 1

4004. INSTRUCTIONS FOR COMPLETING SECTION B (BILLET DESCRIPTION)

1. Purpose. This section of the fitness report provides the reporting senior an opportunity to describe the scope of duties which form the basis for evaluating the MRO during the reporting period. The billet description should not restate the prerequisites of the Marine's MOS; it should highlight for the reader of the report the nature of the billet and the MRO's significant responsibilities as they relate to the accomplishment of his or her unit's or organization's mission during the reporting period.

MROW: 14748950

A-PES
Automated Performance Evaluation System

Close Save Download Changes Spelling Delete Print Finish

B. BILLET DESCRIPTION

-This is a great example that is concise and conveys significant responsibilities as they relate to the accomplishment of your unit's mission during the reporting period.

DON'T LEAVE BLANK LINES!

-This is a poor example of a billet description that wastes space and says nothing much about you. **LOOK AT SPACE! ALL THIS**

OPEN SPACE! THIS

ALL THIS SHOULD BE FILLED IN AS WELL!

You have entered 362 characters. There is a limit of 1232 characters on this field.



MROW



Performance Evaluation System (PES) Manual MCO P1610.7F W CH 1

4005. INSTRUCTIONS FOR COMPLETING SECTION C (BILLET ACCOMPLISHMENTS)

1. Purpose. While section B concentrates on the MRO's assigned duties, the focus in section C is on what the MRO accomplished (the MRO's results and achievements).

- Highlight the MRO's accomplishments that the RS considers most significant for the reporting period. If applicable, reporting of adverse performance should be reserved for sections D through I narrative documentation.
- Complement the information contained in the preceding section by providing an accurate account of exactly what the Marine accomplished in the billet.
- Be objective rather than qualitative in nature.
- List only the results and achievements themselves and avoid all reference to personal qualities or potential impact of the MRO's contributions.

MROW: 14748950

A-PES
Automated Performance Evaluation System

Close Save Download Changes Spelling Delete Print Finish

C. MAJOR ACCOMPLISHMENTS DURING THIS PERIOD

-This is a great example that is concise and concentrates on the the most significant accomplishments for your assigned duties as they relate to your billet description.
-This is a poor example of an accomplishment that wastes space and says nothing much about you. **LOOK AT ALL THIS OPEN SPACE!**

ALL THIS SHOULD BE FILLED IN AS WELL!

You have entered 274 characters. There is a limit of 1232 characters on this field.



MROW



Performance Evaluation System (PES) Manual
MCO P1610.7F W CH 1

4006. INSTRUCTIONS FOR COMPLETING SECTIONS D, E, F, AND G

1. General. The fitness report describes the "whole Marine" both on and off duty. This picture goes beyond the MRO's assigned duties (section B) and what the Marine accomplished (section C); it also records the manner in which the Marine discharged those duties and responsibilities.

3. Marking Philosophy.

g. The purpose of Sections D, E, F, and G is not to find fault, nor is it to exaggerate competence of individuals, but to objectively evaluate Marines on their own merits. Attribute grades should be earned, not given; they should reflect MRO's exhibited efforts and results; they should not be based on a preconceived or artificial fitness report average.


- **D. PME/SELF EDUCATION** includes Military schools (SERE, Career Course, Advanced Course, MCIs, Commandants Reading List, College Courses, etc...
- **E. OTHER** includes any awards, LOAs, LOCs, community involvement (parades, funeral duty, volunteer events, etc).


You get the idea - again, perception is paramount, don't leave white space if you don't have to!



MROW



MROW: 14748950 **A-PES**
Automated Performance Evaluation System 

Close Save Download Changes Spelling Delete Print  Finish

D. PME/SELF EDUCATION

FILL IT UP!!

You have entered characters. There is a limit of 2000 characters on this field.

E. OTHER (i.e., awards, commendatory correspondence, community involvement)

FILL IT UP!!

You have entered characters. There is a limit of 2000 characters on this field.



Trends

(what the previous boards have seen)

- Failure to provide MRO copy of report
- **Failure to use the MMSB website to eliminate date gaps (Proceed/Travel/Delay)**
- Failure to use of proper occasion codes
- Failure to generate To Temporary Duty (TD) reports
- Inaccurate and incomplete height/weight/BF
- Failure to complete sections B and C
- **Negative and evaluative comments made in section C (Billet Accomplishments)**
- “Effectiveness Under Stress” and “Courage” not evaluated.
- **Adverse reports not referred to MRO for acknowledgment**
- Adverse report not adjudicated properly by RO or 3OS.
- Adverse reports not referred to 3OS for action.
- Failure to use senior enlisted advisors in evaluation process.
- **Superior marking justifications not concrete, substantive, verifiable, or quantitative.**



Adverse Comments



- *Statements like these are the reason it is important you review your FitRep **PRIOR TO** it's completion!*
- *Be wary of the "Velvet Dagger" or "Soft Kill"*
- *Stay involved in the process without being annoying*

- *"Sometimes he is absolutely brilliant in the things he did, and at an equal number of times he was terribly disappointing."*
- *"Although MRO puts forth efforts, he is well behind his peer group."*
- *"...has ability to become a good NCO if he applies himself and utilizes initiative."*
- *"...needs to learn to delegate, rather than trying to do everything himself."*
- *"Working on honing skills required of a staff officer-especially commander's intent."*
- *"...has reached his culminating point as a Marine Corps Officer."*



Accessing MMSB



From the marines.mil home page click:

➤ “Marines”

➤ Under the “Career” heading, select “Manpower Reserve Affairs”

MARINES
THE FEW. THE PROUD.

Home News Photos Units Leaders Marines Family Community Relations Recruiting

Information for Marines

| Training and Education | Career | Publications | Marine Services |
|--|--|---|--|
| <ul style="list-style-type: none">• Marine Corps Center for Lessons Learned• College of Distance Education and Training• Marine Corps Institute• Marine Corps Reading List• Marine Corps University• MarineNET• Training & Education Command (TECOM) | <ul style="list-style-type: none">• Active Reserve• Assignments (Active)• Awards• Manpower Reserve Affairs• Marine Online• Opportunities for Former Marines• Promotions• Senior Leaders• Volunteer for a Mobilization• Marine Corps Leadership and Traits | <ul style="list-style-type: none">• ALMARs• ALNAVs• Doctrine• MARADMINs• Marine Corps Forms• Marine Corps Orders• Other DoD Publication Links• Pubs Library Management System• Technical Publications (Restricted Access)• Concepts & Programs | <ul style="list-style-type: none">• Community Services• LIFElines• Military HOMEFRONT• Military Personnel Service• Retired Services• Tricare• Wounded Warrior Regiment• Marine4Life• Suicide Prevention• Sexual Assault Prevention and Response• Safety & Force Preservation• Voting Assistance |

News & Media

- Marine Corps News
- Marines Magazine
- MarinesTV
- On the Record
- Marines Pictures
- Marines Ranks
- Press Releases
- Information for the Navy (click here)
- Information for the Army (click here)
- Information for the Air Force (click here)

An unexpected error occurred processing your request. Check the logs for details and correct the problem.

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Accessing MMSB (cont)



From the Manpower & Reserve Affairs home page click:

➤ “Active Marine”

MARINES
THE FEW. THE PROUD.

MARINES Drill Manager

Manpower & Reserve Affairs

Search:

Manpower & Reserve Affairs assists the Commandant by planning, directing, coordinating, and supervising both active and reserve forces.

[About M&RA](#) • [Contact M&RA](#)

[Log In](#) • [Register](#) • [Map](#)

[Active Marine »](#)

[Reserve Marine »](#)

[Family »](#)

[Veteran Marine »](#)

[Civilian Marine »](#)

Lieutenant General Robert E. Milstead, Jr.
Deputy Commandant Manpower & Reserve Affairs
[\[Read Bio \]](#)

SES Murray
Assistant Deputy Commandant Manpower & Reserve Affairs
[\[Read Bio \]](#)

SgtMaj C. A. Adams
Sergeant Major



Accessing MMSB (cont)



From the “Active Marine” page select:

➤ “Manpower Management”

MARINES
THE FEW. THE PROUD.

Wounded Warriors

Search:

Manpower & Reserve Affairs

About M&RA • Contact M&RA

Active Marine | Reserve Marine | Veteran Marine | Civilian Marine | Family | M&RA Home

Log In • Register • Map

Active Marine

- Manpower Management (MM)
- Manpower Plans & Policy (MP)
- Semper Fit and Exchange Services Division (MR)
- Marine & Family Programs Division (MF)
- Manpower Systems (MI)
- Financial Management (MB)

WELCOME Active Marine

Numbering approximately 202,000, the Active Component is a lean force consisting of highly trained professionals focused on mission accomplishment. Active Component Marines make up the heart and soul of our Corps today. As the aggressive tip of the spear, these “Warriors” epitomize our core values of *honor, courage and commitment* and are capable of meeting the challenges of today's battlefields.

This page provides Marines a gateway to the divisions of M&RA that are committed to supporting the Active Component.

Manpower & Reserve Affairs PORTAL

PKI Implementation

Contacts

Headquarters U.S. Marine Corps
Manpower & Reserve Affairs
3280 Russell Rd
Quantico, VA 22134-5103

[View M&RA Directory](#)



Accessing MMSB (cont)



From the “Manpower Management Division” page you are looking for the “Support Branch” which is MMSB.




The screenshot shows the Marine Corps Manpower & Reserve Affairs website. At the top, there is a navigation bar with the following links: [Active Marine](#), [Reserve Marine](#), [Veteran Marine](#), [Civilian Marine](#), [Family](#), and [M&RA Home](#). To the right of these links are links for [About M&RA](#) and [Contact M&RA](#). Below the navigation bar is a search box and a "Go" button. The main content area is titled "Manpower & Reserve Affairs" and features a breadcrumb trail: [M&RA Home](#) > [Active Marine](#) > [MM](#). The central focus is the "Manpower Management Division" page, which includes a description of the division's responsibilities and a list of functions performed by the division. A red arrow points to the "Support Branch (MMSB)" link in the left sidebar. The right sidebar contains a profile for Major General Angela Salinas and a section for "Contacts" with the address and phone number of the Manpower Management Division. At the bottom, there is a "Reference" section with links to various documents.

Manpower Management

- Enlisted Assignments (MMEA)
- Officer Assignments (MMOA)
- Evaluation Review (MMER)
- Integration & Administration (MMIA)
- Military Awards (MMMA)
- Promotion Branch (MMPR)
- Support Branch (MMSB)**
- Separations and Retirement (MMSR)
- MM Policy Section
- Senior Leader Management (MMSL)
- Force Augmentation (MMFA)

Manpower Management Division

Manpower Management, under the direction of the Director, Manpower Management Division, is responsible for the administration, retention, distribution, appointment, evaluation, awarding, promotion, retirement, discharge, separation, and service records of commissioned officers, warrant officers, and enlisted personnel of the Marine Corps and Marine Corps Reserves.

Functions performed by Manpower Management Division

- Personnel Assignments
- Separations and Retirements
- Promotions and Selections
- Performance Evaluation and Review
- Career Counseling and Planning
- Personnel Retention
- Personnel Records Management
- PCS Entitlements
- Military Awards

Major General Angela Salinas
Director, Manpower Management Division
[\[Read Bio \]](#)

Sergeant Major Lee D. Bonar Jr
Personnel Sergeant Major for the Marine Corps
[Read Bio](#)

Contacts

Headquarters, U.S. Marine Corps
Manpower Management Division
3280 Russell Road
Quantico, VA 22134-5103

Phone: (703) 784-9200
DSN: 784-9200

Reference

- [Latest HQMC route sheet \[DOC 110KB\]](#)
- Latest version of HQMC route sheet from DMCS and M&RA
- [Instructions - Example on completing a HQMC Route Sheet \[DOC 113KB\]](#)
- [Example paper to answer MCATs \[DOC 280KB\]](#)
- Example "comment on" paper to use when answering routine MCATS tasks.
- [NAVMC HQ 959 EF.PDF \[532 KB\]](#)
- [NAVMC HQ 960 EF.PDF \[585 KB\]](#)



Accessing MMSB (cont)



Now that you have successfully arrived at the MMSB main page, there are some options available.

MMSB-30 Performance Evaluation Section is where you will find the information regarding your FITREPs

The screenshot shows the Manpower & Reserve Affairs (M&RA) website. At the top, there is a navigation bar with the Marine Corps logo and the text "MARINES THE FEW. THE PROUD." Below this is a search bar and a "Go" button. The main navigation menu includes "Active Marine", "Reserve Marine", "Veteran Marine", "Civilian Marine", "Family", and "M&RA Home". A secondary navigation bar contains "About M&RA" and "Contact M&RA". The main content area is titled "Support Branch (MMSB)" and includes a "Directory" section with a red box highlighting "MMSB - 30 Performance Evaluation Section". Other directory items include "Official Military Personnel File" and "MMSB-50 Officer/Enlisted Career Counseling". The main text describes the MMSB's role in creating, maintaining, and archiving Official Military Personnel Files (OMPFs) and operating the Performance Evaluation System (PES). A photo of a man at a computer workstation is also visible. On the right side, there are sections for "Contacts" (providing address and phone numbers), "Public Directory", "Branch Directory", "Related Links" (including "Request Electronic Master Bri Sheet, RS / RO Profile & Photo"), and "Help with Requesting your Electronic MBS, RS / RO Profile Photo".



Accessing MMSB (cont)



Missing Last Annual

MMSB-30 - PERFORMANCE EVALUATION SECTION

Welcome to the MMSB-30 Performance Evaluation website. MMSB-30's mission is to support the Marines' needs in ensuring their performance evaluation records are up to date and prepared for promotion boards. Customer service and a resolution to all problems/issues is our focus. We have attempted to supply the fleet, via this website, with all tools required to answer questions. We understand that not all questions can be answered on a website and stand by for phone inquiries which we welcome and encourage.

To the left side of this page you will see the variety of links available for your assistance. Note at the bottom is the link that will provide all the tools necessary for commanders, senior enlisted advisors, and reporting officials to ensure that fitness reports are completed accurately and on time.

To the right you will find the phone number, applications, and related links that are pertinent to that page.

A-PES

A-PES is the primary conduit for submission of fitness reports. As with any computer based system there are technical issues that arise and we are continually working to improve and upgrade services. We are currently working to upgrade and replace all hardware for the system. Any issues or glitches with the system can be addressed by calling our analyst Com:(703) 784-0066/3938, DSN: 278-0066/3938.

ROAD SHOW INFORMATION

One of our main focuses is to educate the fleet on current trends and issues related to fitness reporting. We participate in a combined spring road show with Promotion Branch (MMPR), and our SgtMaj is routinely on the road briefing the enlisted schools. Additionally, units may request MMSB-30 personnel to provide briefings for training purposes (unit funded).

Related Links

- MMSB (Support Branch Home)
- MMPR (Promotions Branch)
- MMER (Evaluation Review)

Online Applications

- Check Your Fitness Report
- MCC and RUC DateGap Query
- Missing Last Annual

MMSB-30 is where you will find information regarding the Fitness Report tools.

The tools are available from the bottom right under Online Applications.



Check your Fitness Report Status

Manpower & Reserve Affairs

Manpower Management Branch

MMSB

SSN Last Name/SSN Last 4

News

SSN

Application Info

| SSN | Last Name | First Name | Grade | |
|------|-----------|------------|-------|------------------------|
| 1234 | KILLER | EYEMA | E5 | Select |

Inventory of Fitness Reports

| From Date | To Date | OCC | Status |
|------------|------------|-----|-----------|
| 11/1/2005 | 2/1/2006 | FD | Processed |
| 2/2/2006 | 3/9/2006 | TD | Processed |
| 3/10/2006 | 5/4/2006 | FD | Processed |
| 5/5/2006 | 8/26/2006 | TD | Processed |
| 8/27/2006 | 12/29/2006 | FD | Processed |
| 12/30/2006 | 5/1/2007 | CH | Processed |
| 4/1/2007 | 7/31/2007 | TD | Processed |
| 8/1/2007 | 9/16/2007 | FD | Processed |
| 9/17/2007 | 1/2/2008 | TD | Processed |
| 1/3/2008 | 3/31/2008 | AN | Processed |
| 4/1/2008 | 8/22/2008 | FD | Processed |
| 8/23/2008 | 10/15/2008 | TR | Processed |
| 10/16/2008 | 2/2/2009 | GC | Processed |
| 2/3/2009 | 8/23/2009 | TD | Processed |
| 8/24/2009 | 2/19/2010 | FD | Processed |
| 2/20/2010 | 12/31/2010 | AN | Processed |
| 1/1/2011 | 11/7/2011 | CH | Processed |

- If your Report says it has been Processed it is part of your official record.
- If your Report says **Call MMSB** please call DSN 278-5690 or Comm (703) 784-5690
- If your Report says **Processing** check back in 5 working days (It has been received but not Processed)

DATE GAPS (31+ Days) :

- Remember these rules:
- 1) RT reports should only report periods of active duty lasting 12 to 30 days.
 - 2) They should be done in addition to an Annual Reserve (AR) report. (Exception: RT report can be omitted if the same RS writes the AR report and the RT falls completely within the AR reporting period.)
 - 3) You should disregard RT reports when checking your record for date gaps. For more information please read the Date Gap page posted on web site.

Inventory of Reports Received in the last 5 days

| From Date | To Date | OCC | Date Received | Status |
|-----------|---------|-----|---------------|--------|
|-----------|---------|-----|---------------|--------|

No reports have been received in the past 5 days for that SSN at MMSB

Fitness Report Summary

1. PES does not show any date gaps in your fitness report records

You will need a CAC reader to access this page.

You will likely get a certificate error when you click the link, just scroll to the "Continue to this website" and enter your PIN when prompted. After you enter your PIN and click the "Submit" button, your name will appear.

Click "[Select](#)"

Info
has been official record.
MMSB please call (703) 784-5690
Processing check back in 5 working days (It has been received but not Processed)
DATE GAPS (31+ Days) :
Remember these rules:
1) RT reports should only report periods of active duty lasting 12 to 30 days.
2) They should be done in addition to an Annual Reserve (AR) report. (Exception: RT report can be omitted if the same RS writes the AR report and the RT falls completely within the AR reporting period.)
3) You should disregard RT reports when checking your record for date gaps. For more information please read the Date Gap page posted on web site.



MCC and RUC DateGap Query

-- Possible Date Gap Notification -- MMSB Fitness Report Inventory

Mcc: RUC:
 Grade: Status: Sort by: # per page

This page allows you to search the Performance Evaluation System (PES) inventory for Possible Date Gaps. Your Fitness Report will not be Displayed.

| Last Name | GRADE | From Date | To Date | MCC | RUC | STATUS |
|-----------|-------|------------|-----------|-----|-------|--------|
| Killer | E5 | 4/1/2010 | 7/31/2010 | 175 | 21590 | ACTIVE |
| Lazy | E5 | 5/17/2011 | 6/16/2011 | 175 | 21590 | ACTIVE |
| Slacker | E5 | 4/1/2011 | 6/16/2011 | 175 | 21590 | ACTIVE |
| Puller | E5 | 4/1/2010 | 5/31/2010 | 175 | 21590 | ACTIVE |
| Daley | E5 | 5/16/2011 | 7/31/2011 | 175 | 21590 | ACTIVE |
| Goatrobe | E5 | 4/1/2009 | 8/3/2009 | 175 | 21590 | ACTIVE |
| Notewe | E5 | 11/24/2010 | 1/3/2011 | 175 | 21590 | ACTIVE |

Show numeric page navigation buttons

Page 1 of 1

...TION
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[Branch Home](#)
[ons Branch](#)
[on Review](#)

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Back to t
page.

Click "M
DateGap

Enter yo
(175

Enter yo
(215

Select th
Grade
Click "Ok



Missing Last Annual



-- Last Annual --
MMSB Fitness Report Inventory

Due Date: 2012-MAR-31 Grade: E5 Status: ACTIVE
 Sort by: Last Name DESC
 MCC: 175 RUC: 21590 SSN:
 OK

This page allows units to search the Performance Evaluation System (PES) inventory for missing last annual reports. Displayed reports signify that the ending date of the last report on the OMPF was more than 89 days before an annual report was required.

This report does not include RT reports or reports received by MMSB that have not been processed.

| LAST NAME | GRADE | From Date | To Date | OCC | STATUS | MCC | RUC |
|-----------|-------|-----------|------------|-----|--------|-----|-------|
| LAZY | E5 | 5/19/2011 | 11/15/2011 | FD | ACTIVE | 175 | 21590 |
| SLACKER | E5 | 6/1/2011 | 7/9/2011 | TR | ACTIVE | 175 | 21590 |

| Reporting Periods Ends Last Day of | | | |
|------------------------------------|------------------|-------------------|----------------|
| Grade of | Active Component | Reserve Component | Active Reserve |
| Sgt | Mar | Sep | Sep |
| SSgt | Dec | Sep | Sep |
| GySgt | Jun | Sep | Sep |
| MSgt/1stSgt | Jun | Sep | Sep |
| MGySgt/SgtMaj | Sep | May | Jun |
| WO/CWO | Apr | Oct | Oct |
| 2ndLt | Jan/Jul | Apr | N/A |
| 1stLt | Oct/Apr | Oct | Oct |
| Capt | May | Sep | Jun |
| Maj | May | Sep | Jun |
| LtCol | May | Jun | Jun |
| Col | May | Jul | Jul |
| BGen | Jun | Jun | N/A |

Back to the MMSB-30 main page.

Click "Missing Last Annual"

Enter you MCC
(175 for 2d RADIO)

Enter you RUC
(21590 for 2d RADIO)

Click "OK"

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Contact M&RA

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OMPF



[MOL HOME](#) [LOGOUT](#) [HELP](#)



OFFICIAL MILITARY PERSONNEL FILE

[HOME](#) [PHOTO](#) [MBS](#) [PERFORMANCE](#) [COMMEND/DEROG](#) [FIELD](#) [SERVICE](#) [RSRO](#) [ABOUT OMPF](#)

OMPF for:

Your OMPF was last updated on **04 Apr 2012**.

This web site provides access to your **Official Military Personnel File (OMPF)**, Master Brief Sheets (MBS) and RS/RO Profiles. To begin viewing the contents of your OMPF, click on the folder tabs above.

The OMPF is a collection of documents that serve as the record of service for a Marine from initial enlistment through final separation. The OMPF is divided into sections (folders and sub-folders), each with a specific purpose.

The OMPF, along with the MBS, serves as the Marine's advocate at Headquarters Marine Corps (HQMC) and is used for promotion, selection, and assignment purposes.

It is your responsibility to ensure your record is accurate and complete. Please review your record thoroughly. This is especially important prior to any promotion or selection board for which you are eligible. (The documents you see here, with the exception of the 'Field' tab and the RSRO profile tab, are the same documents that will be viewed by a promotion/selection board.)

To learn more about reviewing and preparing your OMPF for a board or for other information, see the links in the '**About OMPF**' section of this web site to access information on:



[Performing a self-audit of your OMPF](#)
[Updating your OMPF](#)
[Other Information about OMPF](#)



OMPF



“PHOTO” is where you find your most recent picture.

MARADMIN 0003/09 provides the format to follow for this photo. Combat Camera *should* be of great assistance.

- This is how the board *SEES* you!
- Make it count!
- Bring a buddy!

MOL HOME LOGOUT HELP

OFFICIAL MILITARY PERSONNEL FILE

HOME PHOTO MBS PERFORMANCE COMMEND/DEROG FIELD SERVICE RSR0 ABOUT OMPF

OMPF for:

The Official Photograph is used to review the military appearance of the Marine.

Each promotion board eligible Marine is required to submit a digital photograph for consideration by the promotion board. Digital submission of photographs is preferred. However, hard copy photographs may be submitted to the Promotion Branch if digital photographs are not possible. Please note, hard copy photographs do not become a part of the official record (OMPF).

Submission of your Official Photograph is governed by the following reference:

MARADMIN 0003/09

Your photograph is valid for 12 months from the date the photograph was taken and will be considered by any promotion board that may meet during that period. It is not necessary to submit a digital photograph for more than one purpose. If you have submitted a digital photograph and a promotion board is considering your OMPF, the photograph will automatically be provided along with the remainder of your record.

To learn more about the requirements for submitting an Official Photograph, please read the references above, visit the 'About OMPF' section of this site, or click the 'Help' link at the top of this page.

Click on photo to view full size.

MARINE DG JR
SGT 0311
123 45 6789
70/208 17%
WK SECTION, HS BN
020116
MAJ KING, BV, BN CO



OMPF



The "PERFORMANCE" tab is where your previous Fitness Reports are housed

[MQL HOME](#) [LOGOUT](#) [HELP](#)

 **OFFICIAL MILITARY PERSONNEL FILE**

[HOME](#) [PHOTO](#) [MBS](#) **PERFORMANCE** [COMMEND/DEROG](#) [FIELD](#) [SERVICE](#) [RSRO](#) [ABOUT OMPF](#)

OMPF for:

The Performance folder of the OMPF contains images of the Fitness Reports that have been processed by Headquarters, U. S. Marine Corps.

These documents are a very important part of your OMPF. The 'From' and 'To' dates of your Fitness Reports should be reviewed to ensure that no gaps exist. For more information about Fitness Reports, go to the 'About OMPF' section or click the 'Help' link at the top of this page.

To view contents of this folder, click the specific Fitness Report from the list below:



| From | To | Occasion | Images |
|--------------------------|--------------------------|--|--------|
| 20110101 | 20111107 | Change of Reporting Senior | 6 |
| 20100220 | 20101231 | Annual (Active Component) | 6 |
| 20090824 | 20100219 | From Temporary Duty | 5 |
| 20090203 | 20090823 | To Temporary Duty | 5 |
| 20081016 | 20090202 | Grade Change | 2 |
| 20080823 | 20081015 | Transfer | 2 |
| 20080401 | 20080822 | From Temporary Duty | 6 |
| 20080103 | 20080331 | Annual (Active Component) | 5 |
| 20070917 | 20080102 | To Temporary Duty | 2 |
| 20070901 | 20070916 | From Temporary Duty | 5 |



OMPF



“COMMEND / DEROG” is where you find files you have submitted to your OMPF

- Awards
- Diplomas
- Meritorious Mast
- Completion

Certificates

- LOAs
- LOCs

The screenshot shows the OMPF website interface. At the top right, there are links for [MOL HOME](#), [LOGOUT](#), and [HELP](#). The main header features the Marine Corps emblem and the text "OFFICIAL MILITARY PERSONNEL FILE". Below the header is a navigation menu with tabs for [HOME](#), [PHOTO](#), [MBS](#), [PERFORMANCE](#), [COMMEND/DEROG](#) (highlighted in red), [FIELD](#), [SERVICE](#), [RSRO](#), and [ABOUT OMPF](#).

The main content area is titled "OMPF for:" and includes the instruction: "To view the contents of this folder, select a specific sub-folder from the list below:"

| Folder/Sub-folder | Images |
|---|--------|
| Personal Awards | 10 |
| Different Schools Training | 14 |
| Other Commendatory/Derogatory | 13 |
| Civilian Schools | 4 |

The Commendatory/Derogatory folder contains images of several different document types. This folder is divided into four sub-folders:

- Personal Awards:** documents supporting all of your personal awards, i.e. 1650, SOA, Citation and certificate. Personal awards are Navy and Marine Corps Achievement Medals and higher and do not include unit or other types of awards.
- Other Schools and Training:** certificates/diplomas from formal schools, military schools and certain Professional Military Education (PME) courses, i.e. MOS school completion, SNCO Resident course, Expeditionary Warfare School, etc.
- Other Commendatory/Derogatory:** documents that cover commendatory information other than personal awards, i.e. PFT certificates, Letters of Appreciation, Good Conduct medals, etc. This sub-folder also contains derogatory documents, i.e. court martial, Unit Punishment Books, etc.
- Civilian Schools:** documents associated with civilian education, i.e. diplomas, copies of official transcripts, course completions, etc.

If you have any questions on the content of this folder, go to the 'About OMPF' section or click on the 'Help' link.





OMPF



What you should NOT submit (per MMSB-20)

- Promotion Warrants
- Unit Awards
- News Articles
- Annual Training Certificates
- Unofficial Transcripts
- Grade Reports
- Certificates of Reenlistment
- Honorable Discharge Certificates
- Smart Transcripts
- Appointment Letters
- Class Rosters

The screenshot shows the OMPF website with a navigation menu and a main content area. The navigation menu includes: HOME, PHOTO, MBS, PERFORMANCE, **COMMEND/DEROG**, FIELD, SERVICE, RSRO, and ABOUT OMPF. The main content area is titled "OMPF for:" and contains a table of folders/sub-folders and their image counts.

| Folder/Sub-folder | Images |
|---|--------|
| Personal Awards | 10 |
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- Civilian Schools:** documents associated with civilian education, i.e. diplomas, copies of official transcripts, course completions, etc.

If you have any questions on the content of this folder, go to the 'About OMPF' section or click on the 'Help' link.



OMPF



OFFICIAL MILITARY PERSONNEL FILE

[MOL HOME](#) [LOGOUT](#) [HELP](#)

- [HOME](#)
- [PHOTO](#)
- [MBS](#)
- [PERFORMANCE](#)
- [COMMEND/DEROG](#)
- [FIELD](#)
- [SERVICE](#)
- [RSRO](#)
- [ABOUT OMPF](#)

OMPF for:

To view the contents of this folder, select a specific sub-folder from the list below:

| Folder/Sub-folder | Images |
|---|--------|
| Personal Awards | 10 |
| Different Schools Training | 14 |
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Other Schools and Training: certificates/diplomas from formal schools, military schools and certain Professional Military Education (PME) courses, i.e. MOS school completion, SNCO Resident course, Expeditionary Warfare School, etc.

Other Commendatory/Derogatory: documents that cover commendatory information other than personal awards, i.e. PFT certificates, Letters of Appreciation, Good Conduct medals, etc. This sub-folder also contains derogatory documents, i.e. court martial, Unit Punishment Books, etc.

Civilian Schools: documents associated with civilian education, i.e. diplomas, copies of official transcripts, course completions, etc.

If you have any questions on the content of this folder, go to the 'About OMPF' section or click on the 'Help' link.

[CLICK HERE TO VIEW FULL SIZE.](#)





OMPF



“FIELD” is where you find Page 11s and copies of contracts and reenlistments.

This field populates when a Marine no longer has obligated service.

[MOL HOME](#) [LOGOUT](#) [HELP](#)



OFFICIAL MILITARY PERSONNEL FILE

[HOME](#) [PHOTO](#) [MBS](#) [PERFORMANCE](#) [COMMEND/DEROG](#) **[FIELD](#)** [SERVICE](#) [RSRO](#) [ABOUT OMPF](#)

OMPF for:

To view the contents of this folder, select a specific sub-folder from the list below:

| Folder/Sub-folder | Images |
|-------------------------------------|--------|
| Field Record | 33 |
| NAVMC 10132 UPB | 0 |
| NAVMC 118(13a)Supple | 0 |
| NAVMC 118(11) Admin | 2 |
| NAVMC 118(12)Offens | 0 |
| NAVMC 118(13) Court | 0 |
| Recrd Emerg Data(RED) | 0 |
| Basic Ind Rcrd(BIR) | 0 |
| DD 2648 Presep Couns | 0 |
| SGLI | 0 |
| DD Form 214 Dischrg | 0 |
| DD Form 215 Sep Corr | 0 |



The Field folder of the OMPF contains images of documents normally associated with the hard copy field record. During active duty, this folder is not frequently used, although you may see documents in your folder (particularly if you have broken time).

The primary purpose of this folder is the permanent retention of field record documents once the Marine no longer has obligated service.

This information is not provided to promotion or selection boards.

If you have any questions on the content of this folder, go to the 'About OMPF' section or click on the 'Help' link.



OMPF



“SERVICE” is where you find GI Bills as well as additional copies of your service contracts

The screenshot shows the OMPF website interface. At the top right, there are links for [MOL HOME](#), [LOGOUT](#), and [HELP](#). The main header features the Marine Corps logo and the text "OFFICIAL MILITARY PERSONNEL FILE". Below the header is a navigation menu with tabs for HOME, PHOTO, MBS, PERFORMANCE, COMMEND/DEROG, FIELD, SERVICE (highlighted), RSRO, and ABOUT OMPF. The main content area has a heading "OMPF for:" followed by the instruction: "To view the contents of this folder, select a specific sub-folder from the list below:". A table lists the sub-folders and their image counts:

| Folder/Sub-folder | Images |
|----------------------|--------|
| Discharge | 0 |
| <u>Miscellaneous</u> | 1 |
| Reserve | 0 |
| <u>Contract</u> | 32 |

To the right of the table is a large circular graphic with the text "OFFICIAL MILITARY PERSONNEL FILE" at the top and "OMPF" at the bottom. The center of the graphic features the Marine Corps emblem (eagle, globe, anchor) and a pair of crossed rifles.

The Service folder contains images of several different document types. This folder is divided into four sub-folders:

- Discharge:** Documents associated with discharge information, ie. DD214, DD215.
- Miscellaneous:** A 'catch all' sub-folder which contains documents associated with general service information, i.e. SGLI election, MGIB, etc.
- Reserve:** Documents supporting the service of reserve Marines, i.e. Annual Retirement Credit Reports (ARCR) and Career Retirement Credit Reports (CRCR), etc.
- Contract:** Contract documentation, i.e. initial enlistment, re-enlistment, augmentation, OQR/SRB NAVMC 118 pages, etc.

If you have any questions on the content of this folder, visit the 'About OMPF' section of this site. Additionally, you can click the 'Help' link located at the top of this page.



OMPF



“ABOUT OMPF” lists how to submit materials for entry into your OMPF.



The screenshot shows the "Official Military Personnel File" website. At the top right, there are links for "MOL HOME", "LOGOUT", and "HELP". The main header features the Marine Corps logo and the title "OFFICIAL MILITARY PERSONNEL FILE". Below the header is a navigation menu with tabs for "HOME", "PHOTO", "MBS", "PERFORMANCE", "COMMEND/DEROG", "FIELD", "SERVICE", "RSRO", and "ABOUT OMPF". The "ABOUT OMPF" tab is selected and highlighted in red.

Welcome to the About OMPF page.

To access information provided to educate users on the content of the Official Military Personnel File and information on E-Records for Commanders and Administrators on this site. [CLICK HERE.](#)

MMSB recommends conducting an OMPF self-audit in advance of a performance counseling interview, in preparation for a promotion and selection board, and in advance of contacting MMSB-20 customer service to review your record. To access the OMPF self-audit document guide. [CLICK HERE](#)

Updating your OMPF

To expedite the process of updating your OMPF, **all material forwarded for inclusion must contain the grade, full name, and last four of your ssn.** There are several ways to update your OMPF

Email - This is the preferred and fastest way to update your OMPF. A single black and white multi-page attachment in Adobe PDF format will expedite filing.

If **being considered for a board** email your update material to SMB.MANPOWER.MMSB-20@USMC.MIL. In the text of the email, indicate the board for which you are being considered.

If **not being considered for a board** email your update material to SMB.MANPOWER.MMSB@USMC.MIL.

FAX - You may fax update material to MMSB at Comm (703) 784-5682 or DSN 278-5682. If being considered for a board **indicate which board on the FAX cover letter.**

Mail - Mail update material to MMSB at the following address:

Headquarters U.S. Marine Corps (MMSB-20)
2008 Elliot Road
Quantico, VA 22134-5030

ABOUT MMSB:

The Manpower Management Support Branch, under the Director, Manpower Management Division, directs and controls the functions necessary to create, maintain, and archive Official Military Personnel Files (OMPFs) and directs and controls the functions and operation of the Performance Evaluation System (PES).



MASTER BRIEF SHEET (MBS)



PAGE 1 OF 2

PAGE 1 OF 2

CREATED: 05 Apr 2012

Command & Staff Non-R

AWS Ph II

AWS Ph I

Warfighting Skills Prog

| | |
|-----------|------------|
| DEAF | 19890702 |
| TIS | 15yr. 11mo |
| PEBD | 19890520 |
| AFADBD | 19890520 |
| OSCD | 19950115 |
| ACC COMM | 19890520 |
| DOR COMM | 19890531 |
| DOR LDO | 1990 |
| DSG PILOT | 1986 |
| DCADB | 19890520 |
| EAS | 1982 |

OS

OS1

1990

1986

1982

Associates Deg

HS

1993

1987

1990

1990

1980

Basic Sch

DCADB

EAS

5

4

AWS Ph I

AWS Ph I

Warfighting Skills Prog

5

5

22

22

1994

1990

French

Spanish

If you have entries in these portions, be sure your completion certificates have been submitted to your OMPF!



MASTER BRIEF SHEET (MBS)



| ADMINISTRATIVE | | | | REPORTING SENIOR MARKINGS | | | | | | | | | | | | | OFFICER MARKINGS | | | | | | | |
|----------------|------|----------|-------|---------------------------|----------|---------|-----|-----|--------|-----|---------|-----|-------------|----|------------|-----|------------------|----------------------------|------|------|------|------|-----|--|
| Grade | OCC | From | Month | Reporting Senior | Per | Pro | Cou | Eff | Ini | Lea | Dev | Set | Ens | Co | PME | Dec | Jud | OFFICER MARKINGS | | | | | | |
| BMOS | Type | To | ComAc | Note | Reports | RPT Avg | | | Rs Avg | | RS High | | RPT at High | | RV at Proc | | Cum | OFFICER MARKINGS | | | | | | |
| | | | | | | | | | | | | | | | | | | - same grade at processing | | | | | | |
| | | | | | | | | | | | | | | | | | | - same grade cumulative | | | | | | |
| Capt | GC | 19980801 | 9 | LtCol Stickler | C | C | B | B | C | C | B | C | C | B | B | B | C | 1/3 | 3/4 | 2/5 | 1/6 | 0/7 | 0/8 | |
| 0302 | N | 19990503 | X | | | | | | | | | | | | | | | 9/3 | 12/4 | 23/5 | 11/6 | 1/7 | 0/8 | |
| Maj | CH | 19990504 | 3 | es | 14 of 17 | 2.53 | | | 2.25 | | 2.82 | | 1 | | 94.60 | | 96.0 | 1/3 | 2/4 | 2/5 | 2/6 | 0/7 | 0/8 | |
| 0302 | C | 19990731 | | | | | | | | | | | | | | | | 2/3 | 7/4 | 7/5 | 5/6 | 2/7 | 0/8 | |
| Maj | CH | 19990801 | 6 | LtCol Smidgen | C | C | C | H | C | C | H | C | H | B | H | C | C | 1/3 | 3/4 | 2/5 | 1/6 | 0/7 | 0/8 | |
| 0302 | C | 20000119 | | es | 8 of 8 | 2.88 | | | 2.93 | | 3.50 | | 1 | | 89.76 | | 89.7 | 2/3 | 4/4 | 17/5 | 12/6 | 7/7 | 1/8 | |
| Maj | TR | 20000120 | 3 | LtCol Highmark | D | F | E | C | E | E | D | D | D | D | D | E | E | 1/3 | 3/4 | 3/5 | 1/6 | 0/7 | 0/8 | |
| 0302 | N | 20000414 | | es | 11 of 16 | 4.46 | | | 5.95 | | 6.38 | | 2 | | 83.70 | | 81.8 | 2/3 | 4/4 | 17/5 | 12/6 | 7/7 | 1/8 | |
| Maj | CH | 20000415 | 12 | LtCol Solo | B | B | C | B | B | C | B | B | C | B | B | C | B | 3/3 | 3/4 | 18/5 | 20/6 | 12/7 | 0/8 | |
| 9910 | N | 20010507 | X | es | 1 of 1 | 2.30 | | | 2.30 | | 2.30 | | 1 | | N/A | | N/A | 5/3 | 7/4 | 24/5 | 26/6 | 16/7 | 1/8 | |
| Maj | CH | 20010508 | 14 | Col Inflatario | F | F | F | F | E | F | E | E | E | E | D | D | E | 0/3 | 7/4 | 38/5 | 17/6 | 4/7 | 0/8 | |
| 9910 | N | 20020702 | | es | 21 of 21 | 5.21 | | | 5.12 | | 5.57 | | 1 | | 93.68 | | 93.0 | 0/3 | 9/4 | 46/5 | 19/6 | 5/7 | 1/8 | |
| Maj | TR | 20020703 | 12 | Col Eeplus | F | E | E | E | E | F | E | E | E | E | E | E | E | | | | | | | |
| 9910 | N | 20030630 | X | es | 5 of 8 | 5.14 | | | 5.33 | | 5.86 | | 1 | | 83.87 | | 86.4 | | | | | | | |
| | | | | Deesmost | C | D | D | D | D | C | D | D | C | D | D | D | D | | | | | | | |
| | | | | es | 7 of 12 | 3.79 | | | 4.42 | | 5.00 | | 1 | | 83.67 | | 80.0 | | | | | | | |



RS Profile



Reporting Senior
Fitness Report List

CWO3 JOHNNY B. GOODE

Reporting Senior SSN: 000000000

As of: 20030602

| MRO SSN (Last Four) | Last Name | From Date | To Date | Occ | FitRep Avg |
|--------------------------------|------------------|------------------|----------------|------------|-------------------|
| MSGT | | | | | |
| 1234 | Smith | 01 Dec 01 | 08 Jun 02 | AN | 4.85 |
| 2235 | Jones | 01 Oct 01 | 30 Nov 01 | TR | 4.36 |
| 3456 | Thomas | 01 Dec 00 | 17 Sep 01 | TR | 2.92 |
| 4432 | Brown | 01 Sep 99 | 30 Nov 00 | GC | 2.54 |
| GYSGT | | | | | |
| 9876 | Green | 22 Jan 01 | 20 Jun 01 | AN | 5.79 |
| 8765 | Black | 01 May 02 | 31 Aug 02 | CH | 5.07 |
| 7676 | White | 01 Jul 01 | 01 Oct 01 | GC | 4.85 |
| 7676 | White | 03 Jul 00 | 30 Jun 01 | AN | 4.07 |



MASTER BRIEF SHEET (MBS)



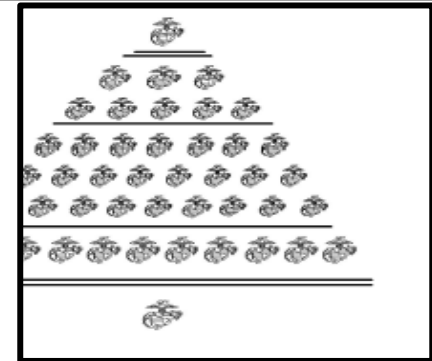
| REVIEWING OFFICER MARKINGS | |
|----------------------------|-------------------------------------|
| Officer | RO marks - same grade at processing |
| Concur | RO marks - same grade cumulative |

| ADMINISTRATIVE SUMMARY | | REVIEWING OFFICER MARKINGS | |
|------------------------|-----|----------------------------|----------|
| Grade | OC | Processing | Relative |
| BMOS | Typ | | |
| Capt | GC | 0/7 | 0/8 |
| 0302 | N | 1/7 | 0/8 |
| Maj | CH | 0/7 | 0/8 |
| 0302 | C | 2/7 | 0/8 |
| Maj | CH | 0/7 | 0/8 |
| 0302 | C | 6/7 | 1/8 |
| Maj | TR | 0/7 | 0/8 |
| 0302 | N | 6/7 | 1/8 |
| Maj | CH | 6 | 12/7 0/8 |
| 9910 | N | 6 | 16/7 1/8 |
| Maj | CH | 7/6 | 4/7 0/8 |
| 9910 | N | 7/6 | 5/7 1/8 |
| Maj | TR | | |
| 9910 | N | 20030630 | X |
| | | MCRS Pittsburg | |

K. REVIEWING OFFICER COMMENTS

| | | | | | |
|---|-------------------------------------|---------------------------------------|--------------------------|---------------------------------|--|
| 1. OBSERVATION: | <input type="checkbox"/> Sufficient | <input type="checkbox"/> Insufficient | 2. EVALUATION: | <input type="checkbox"/> Concur | <input type="checkbox"/> Do Not Concur |
| 3. COMPARATIVE ASSESSMENT: Provide a comparative assessment of potential by placing an "X" in the appropriate box. In marking the comparison, consider all Marines of this grade whose professional abilities are known to you personally. | | DESCRIPTION | COMPARATIVE ASSESSMENT | | |
| | | THE EMINENTLY QUALIFIED MARINE | <input type="checkbox"/> | | |
| | | ONE OF THE FEW | <input type="checkbox"/> | | |
| | | EXCEPTIONALLY QUALIFIED MARINES | <input type="checkbox"/> | | |
| | | ONE OF THE MANY HIGHLY QUALIFIED | <input type="checkbox"/> | | |
| | | PROFESSIONALS WHO FORM THE | <input type="checkbox"/> | | |
| | | MAJORITY OF THIS GRADE | <input type="checkbox"/> | | |
| | | A QUALIFIED MARINE | <input type="checkbox"/> | | |
| | | UNSATISFACTORY | <input type="checkbox"/> | | |

| | | | | | | | | |
|------|-----|-----|-----|-----|------|------|------|-----|
| No | 2/1 | 0/2 | 5/3 | 7/4 | 24/5 | 26/6 | 16/7 | 1/8 |
| tree | 0/1 | 1/2 | 0/3 | 7/4 | 38/5 | 17/6 | 4/7 | 0/8 |
| Yes | 0/1 | 1/2 | 0/3 | 9/4 | 46/5 | 19/6 | 5/7 | 1/8 |
| nzer | | | | | | | | |





RO Profile



Reviewing Officer
Fitness Report List

COL JOHNNY B. GOODE

Reporting Senior SSN: 000000000

As of: 20040602

| MRO SSN (Last Four) | Last Name | From Date | RO To Date Mark | Occ | Assessment |
|--------------------------------|------------------|------------------|--------------------------------|------------|-------------------|
| MAJ | | | | | |
| 1234 | Smith | 01 Dec 01 | 08 Jun 02 | AN | 6 |
| 2235 | Jones | 01 Oct 01 | 30 Nov 01 | TR | 5 |
| 3456 | Thomas | 01 Dec 00 | 17 Sep 01 | TR | 5 |
| 4432 | Brown | 01 Sep 99 | 30 Nov 00 | GC | 4 |
| CAPT | | | | | |
| 9876 | Green | 22 Jan 01 | 20 Jun 01 | AN | 7 |
| 8765 | Black | 01 May 02 | 31 Aug 02 | CH | 5 |
| 7676 | White | 01 Jul 01 | 01 Oct 01 | GC | 4 |
| 7676 | White | 03 Jul 00 | 30 Jun 01 | AN | 4 |



BOTTOM LINE



- ❖ Your Fitness Report is a direct reflection of who you are as a Marine
- ❖ Be sure you are giving it the time and attention it deserves
- ❖ If you gundeck MROW Sections B, C, D, and E it is noticeable
 - ❖ What impression do you want to give your RS?
 - ❖ What impression do you want your RS to give to the board?
- ❖ Who cares more about your promotion? You? Your RS?



QUESTIONS?

